

STILLWATER COUNTY

Job Description

CLASS TITLE: Deputy Sheriff – Park City Area

DEPARTMENT: Sheriff Office

ACCOUNTABLE TO: Corporal, Sergeant, Undersheriff, or Sheriff

PRIMARY OBJECTIVE OF POSITION: Under general supervision, performs a variety of basic law enforcement tasks as assigned by the Sheriff, Undersheriff, or other Supervisory personnel. Such assignments include criminal and traffic investigation, serving legal papers, civil and criminal, as directed by the Courts. Work varies, allowing individual judgment within prescribed standards, procedures, or statutory provisions;

ESSENTIAL JOB FUNCTIONS:

- Must meet all statutory requirements of a Deputy Sheriff;
- Must reside in the Park City area.
- Work requires physical effort that includes running, bending, stooping, walking, crawling, tugging, restraining, ability to get in and out of vehicles, quick response reflexes, tugging or lifting up to 100#s (greater with assistance); must meet P.O.S.T physical standards;
- Work is often performed in undesirable and uncontrollable conditions in which heat, cold, and dampness, and hazardous material may be encountered;
- May be subject to long hours.
- Must possess or obtain a Basic P.O.S.T. Certification within one (1) year of employment;
- Must possess a valid Montana Driver's License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Performs a variety of basic statutory law enforcement assignments including preserving the peace;
- Arrests and takes before the courts for examination all persons who attempt to commit, or have committed, a public offense;
- Prevents and suppresses all breaches of peace, riots, and insurrections;
- As directed attends Courts and obeys their lawful orders and directions;
- Serves notices, warrants or other legal documents as directed;
- May be subject to rotating shifts and call outs twenty four (24) hours a day; and
- May conduct civil and criminal investigations, gathering and processing of evidence, interview witnesses, and perform crime scene activities of fingerprinting, photography, and securing of the scene for the gathering of further evidence;
- **Additional assignments may include:** Search and rescue, bailiff duties, FTO, Deputy Coroner, inmate security or transportation, firearms instructor, and other activities, the specifics of which are spelled out in Department Operating Procedures;

- Performs such other duties as may be assigned by the Sheriff through his representative;

CLASS TITLE: Deputy Sheriff (continued)

- Initiates incident reports and maintains daily reports, logs, forms, and other information as may be required.
- Work requires substantial contact with the public, fellow employees, and other agencies in which tact, diplomacy, and the necessity to maintain confidentiality is essential;

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: Generally none, however may be assigned to supervise Reserve Officers.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Must be a Citizen of the United States; 18 years of age; graduation from high school or its equivalent; of good moral character; never been convicted of a felony;
- Must have been examined by a physician within thirty (30) days immediately preceding the date of employment;
- Must possess or receive a basic P.O.S.T. certification within one (1) year from the date of employment;
- Upon completion of P.O.S.T Basic Certification must successfully pass Field Training; and
- Must possess a valid Montana Operator's license;

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Must be able to work independently under general supervision and guidelines, a self-starter;
- Shall patrol county area as assigned and respond to any trouble scene as directed by the communication officers;
- Investigates, processes, and arrests any perpetrator of any criminal act as witnessed or assigned;
- Serves legal papers including warrants, notices, and processes, both civil and criminal complaints;
- Demonstrates good communication skills including verbal and writing skills with a good command of the English language;
- Performs such other law enforcement duties as may be assigned and/or trained to perform.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Written 2-24-2017

